CITY OF HOOD RIVER
LAND USE APPLICATION INSTRUCTIONS & TIMELINE

1. **Review Required:** The attached application is required by the Hood River Municipal Code ("Code") for review of your proposed development. Review is required to make sure that your proposal complies with the applicable provisions of the Code and that there are adequate capacities of public facilities to meet the needs of your development.

2. **Pre-Application Conference:** Prior to submitting your application, you may be required to attend a pre-application conference with city staff to discuss applicable standards and criteria of the Code, and submittal requirements to make your application complete. Pre-application conferences typically are scheduled approximately 4 weeks after submittal of an application and fee. You also may be required to conduct a neighborhood meeting (mandatory for subdivisions and PUDs).

3. **Application Submittal:** Applications may be mailed or submitted in person to the City of Hood River Planning Department at City Hall, 211 2nd Street, Hood River, OR 97031. The following *must* be included in your application packet:
    - Completed application form with property owner signature
    - All required materials and written analysis listed in the application packet
    - Application fee
    - Electronic copy of application materials (original .pdf, not scanned) and one (1) paper copy of application and all support materials

    It is the applicant's responsibility to demonstrate the proposal meets standards & approval criteria.

4. **Completeness Review (≤ 30 days):** Upon submittal, your application will be reviewed for completeness within 30 days. Completeness is based upon the requirements of State law (ORS 227.178) and the requirements in the Code for your development proposal. It is the applicant's responsibility to provide written findings and materials to demonstrate the application complies with the applicable approval criteria and standards.

5. **Incomplete Applications (> 30 days):** If the Planning Department determines that your application is "incomplete," you will be informed in writing and provided with a list of missing or incomplete materials and options for completing the application. Refusal to submit all or some of the missing information could limit the city's ability to approve your application. Incomplete applications become void 181 days after submittal (ORS 227.178).

6. **Complete Applications:** If the Planning Department staff determines that an application is "complete," you will be informed in writing and the review process will begin.

7. **Review Process (≤ 120 days):** Review of your application may be administrative, with no public hearing, or it may be quasi-judicial, with a public hearing. For quasi-judicial review, applicants are required to attend the public hearing. Notice of the application or public hearing will be mailed to neighboring property owners for comment.

8. **Decision:** A decision with findings and conditions of approval will be issued after a public comment period and public hearing (if applicable). All land use decisions are subject to an appeal process. A final decision is expected within 120 days after an application is deemed complete pursuant to ORS 227.178.

If you have questions about this process, please contact the Planning Department at (541) 387-5210 or planning@cityofhoodriver.gov. Application forms, the City's Code and other useful information are available at the Planning Department's website: https://cityofhoodriver.gov/planning/

File No:_____
Fee:_____
Date Submitted:_____

CITY OF HOOD RIVER
CHANGE OF USE APPLICATION

Submit the completed application form **with one (1) paper copy of all plans and application materials, one electronic copy (original .pdf), written analysis, and appropriate fees** to the City of Hood River Planning Department, 211 2nd St., Hood River, OR 97031. Please address the review criteria attached to this application. The Planning Director typically reviews Change of Use applications, however, if the Director determines that an application is unusually complicated or contentious, the Director may require review of the application by the City of Hood River Planning Commission. Please contact the Planning Department at (541) 387-5210 or planning@cityofhoodriver.gov if you have any questions.

APPLICANT:

Name: _____

Address: _____
(physical)

_____

(mailing) _____

_____

(email) _____

Telephone: _____ Cell Phone: _____

Signature: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing)

_____

Telephone: _____ Cell Phone: _____

Signature: _____

Authorization of parcel owner required.

PARCEL INFORMATION:

Township _____ Range _____ Section _____ Tax Lot(s) _____

Current Zoning: _____ Parcel Size: _____

Property Location (cross streets or address): _____

REQUEST (brief description):

Existing Use: _____

Proposed Use: _____

_____

FOR NONCONFORMING CHANGE OF USE REQUESTS:

On a separate sheet of paper, provide a detailed description of the proposed Change of Use project. Address how the proposal meets the criterion listed below. Refer to Chapter 17.05.020(3).

1. The proposed new use is similar or less nonconforming than the previous use.
2. No alterations are being made to structures, buildings, or parking areas that will increase the nonconformity.
3. Traffic impacts generated by the use change are not increased.
4. Noise, dust, and any other nuisance conditions are not increased.

17.05.020 Nonconforming Use.

A use that was legally allowed when established, but which is no longer permitted in the zone, in which it is located, may continue so long as it complies with all of the following requirements:

1. Expansion: A nonconforming use shall not be expanded or moved to occupy a different or greater area of land, building, or structures than the use occupied at the time it became nonconforming.
2. Discontinuance: If a nonconforming use is discontinued for any reason for more than twelve (12) consecutive months, any subsequent use shall conform to all of the regulations of the subject zone. For the purpose of this ordinance, rental payments, lease payments, or the payment of taxes shall not be alone or together sufficient to constitute continuance of the use.
3. Change of use: A nonconforming use change may be approved as an administrative action. A nonconforming use may change to another similar or less nonconforming use when the degree of nonconformity is not increased, no alterations are made to the structures, buildings, or parking areas which would increase the non-conformity, and the Planning Director affirmatively finds the following:
   a. Traffic: Traffic impacts generated by the use change are not increased.
   b. Nuisances: Noise, dust, and any other nuisance conditions are not increased.

FOR ALL OTHER CHANGE OF USE REQUESTS:

All other Change of Use requests are reviewed under the Site Plan Review process. Refer to Chapter 17.16, Site Plan Review, including: Application Procedure, Submittal Requirements, and Decision Criteria.

Plan Requirements: Plans accompanying the application shall be drawn to scale (e.g. 1"=20') and include the following information.

- ☐ 1. Dimensions and orientation of the parcel.
- ☐ 2. Locations and heights of buildings and structures, both existing and proposed (scaled elevation drawings or photographs may be required).
- ☐ 3. Location and identity of all utilities on and abutting the site. If there is no water, sanitary sewer or storm sewer on or abutting the site, indicate the direction and distance to the nearest available lines.
- ☐ 4. Location and layout of parking and loading facilities, including bicycle parking required pursuant to 17.20.040.
- ☐ 5. Location of points of entry and exit and internal circulation patterns for vehicular and non-vehicular traffic in compliance with the requirements of Chapter 17.20.
- ☐ 6. Location of existing and proposed retaining walls and fences and details of their height and materials.
- ☐ 7. Proposed location and type of exterior lighting.

- ☐ 8. Proposed location and size of exterior signs.
- ☐ 9. Site specific landscaping, including percentage of total site area.
- ☐ 10. Location and species of trees greater than six inches in diameter (measured four feet above the ground), and designation of trees proposed to be removed.
- ☐ 11. Topographic map of the subject property using two foot contour intervals (five foot contour intervals may be allowed on steep slopes).
- ☐ 12. Natural drainage and other significant natural features.
- ☐ 13. Legal description of the lot.
- ☐ 14. Percentage of the lot covered by all proposed and remaining structures, as well as driveways and parking areas (asphalt, concrete, pavers, etc.).
- ☐ 15. Locations and dimensions of all easements and nature of the easements.
- ☐ 16. Service areas for uses such as loading and delivery.
- ☐ 17. Grading and drainage plan.
- ☐ 18. Other site elements which will assist in evaluation of the proposed use.
- ☐ 19. A written narrative explaining the nature of the proposed activity shall accompany the site plan including the number of employees, the method of import and export, the hours of operation including peak times, and plans for future expansion.
- ☐ 20. Traffic Impact Analysis or Traffic Assessment Letter per HRMC 17.20.060.
- ☐ 21. If required, documentation of the Neighborhood Meeting Requirement pursuant to 17.09.130.

☐ **WRITTEN ANALYSIS REQUIRED:**

On a separate sheet of paper, please provide a detailed analysis demonstrating how your proposal addresses each of the applicable approval criteria and zone district standards in Chapter 17.03. Yes/no answers are not sufficient. Please refer to the attached Site Plan Review criteria in Chapter 17.16 and to zone standards in Chapter 17.03

CHAPTER 17.16 - SITE PLAN REVIEW

Legislative History: Ord. 1774 (1999); Ord. 1816 (2001); Ord. 1994 (2011); Ord. 2002 (2011); Ord. 2036 (2017)

SECTIONS:

17.16.010 Applicability
17.16.020 Application Procedure
17.16.030 Submittal Requirements
17.16.040 Decision Criteria
17.16.050 Multi-Family and Group Residential Decision Criteria
17.16.053 Townhouse Project Decision Criteria
17.16.055 Large-Scale Light Industrial Uses
17.16.060 Effect of Approved Site Plan Review Permits
17.16.070 Expiration and Extension
17.16.080 Appeal

17.16.010 Applicability.

A. A site plan review permit shall be required for the following circumstances:
   1. New construction.
   2. Expansion, remodel, or exterior alteration of any building or other structure.
   3. Change of use.
   4. Multi-family and group residential.
   5. Removal or fill of over 5,000 cubic yards of land.
   6. Townhouse projects for residential use with 4 or more townhouses in the R-2, R-3, and C-1 Zones.

B. Exemptions from site plan review are as follows;
   1. Any activity that does not require a building permit and is not considered by the Director to be a change in use.
   2. Any activity on the exterior of a building that does not exceed ten percent (10%) of the structure's total cost, fair market value, or $75,000, whichever is less, as determined by the building official.
   3. Interior work which does not alter the exterior of the structure or effect parking standards by increasing floor area.
   4. Normal building maintenance including the repair or maintenance of structural members.
   5. All residential development, except multi-family and group residential, as provided above.

17.16.020 Application Procedure. The Planning Director shall review all site plan review applications. However, if the Director determines that an application is unusually complicated or contentious due to site constraints or due to the complexity of the project, the Director may request the Planning Commission to review the application.

The City shall process a site plan review application in accordance with the following procedures:

A. **Pre-Application Conference**
   1. An applicant for a site plan review permit shall meet with the City staff at a required pre-application conference to assist in the permit processing.
   2. An applicant may submit an application for a site plan review permit at any time after completion of a required pre-application conference. The applicant shall submit a complete application as specified in *Submittal Requirements* of this chapter, listed below.

B. **Application Review**.
   1. Administrative Review
      a. Upon receipt of a complete application, the Director may determine, based on the complexity of the proposal, that it is appropriate for City staff to review the application administratively and make a recommendation to the Director. The final decision on an application is made by the Director based on the following:
         (1.) The recommendation of the City staff,
         (2.) Consideration of any public comments received; and
         (3.) The decision criteria in this chapter.
            a. Administrative site plan review will require an additional noticing requirement. The Notice of Application shall be published in the local newspaper of record.
   2. Quasi-Judicial Review
      a. A site plan review application requiring Planning Commission review and decision shall be reviewed by City staff prior to the final decision by the Planning Commission in accordance with the following procedure:
      b. The Director shall forward a completed application to City staff.
      c. City staff shall consider the application and make recommendation to the Director.
      d. The Director shall review the staff recommendation and determine the major issues and specific aspects of the project, which the Planning Commission should review.

e. The Planning Commission shall review the application in relationship to staff recommendations. The Planning Commission shall consider the application at a public meeting.
f. The Planning Commission will make the final decision based on the following:
(1.) The recommendation of City staff;
(2.) Consideration of any public comments received;
(3.) The decision criteria in this chapter.

17.16.030 Submittal Requirements. (See checklist above.)

17.16.040 Decision Criteria. These criteria apply to all site plan review except Multi-Family and Group Residential projects which are subject to HRMC 17.16.050, Townhouse projects with townhouse buildings of 4 or more townhouses in the R-3 and C-1 Zones or townhouse projects in C-2 Zone which are subject to HRMC 17.16.053, and Large Scale Light Industrial Uses which are subject to HRMC 17.16.055.

1. **Natural Features:** Significant natural features shall be protected to the maximum extent feasible. Where existing natural or topographic features are present, they shall be used to enhance the development. The use of small streams in the landscaping design shall be encouraged rather than culvert and fill. Existing trees and large woody plants shall be left standing except where necessary for building placement, sun exposure, safety, or other valid purpose. Vegetative buffers should be left along major street or highways, or to separate adjacent uses. The use should have minimal adverse impacts on the land and water quality. Possible impacts to consider may include pollution, soil contamination, siltation, and habitat degradation or loss.

2. **Air Quality:** The use shall have minimal or no adverse impact on air quality. Possible impacts to consider include smoke, heat, odors, dust, and pollution.

3. **Grading:** Any grading, contouring, on-site surface drainage, and/or construction of on-site surface water storage facilities shall take place so that there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan shall be required.

4. **Public Facilities:** Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel. Development of on-site and off-site public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities shall be required. Connection to Oregon Department of Transportation (ODOT) stormwater facilities will require a permit from ODOT District 2C. On-site detention or treatment of stormwater may be required by ODOT.

5. **Traffic and Circulation:** The following traffic standards shall be applicable to all proposals:
    1. Traffic Impact Analysis: The applicant will be required to provide a Traffic Impact Analysis prepared by an Oregon licensed traffic engineer or a Transportation Assessment Letter pursuant to Section 17.20.060.

6. **Storage:** All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.

7. **Equipment Storage:** Design attention shall be given to the placement or storage of mechanical equipment so as to be screened from view and that an adequate sound buffer will be provided to meet, at a minimum, the requirements of the noise ordinance.

8. **Compatibility:** The height, bulk, and scale of buildings shall be compatible with the site and buildings in the surrounding area. Use of materials should promote harmony with surrounding structures and sites.

9. **Design:** Variety of detail, form, and siting should be used to provide visual interest. A single uninterrupted length of facade shall not exceed 100 feet. Buildings shall utilize at least three (3) of the following architectural elements to provide architectural variety:
   a. Massing
   b. Offsets
   c. Materials
   d. Windows
   e. Canopies
   f. Pitched or terraced roof forms
   g. Other architectural elements

10. **Orientation:** Buildings shall have their orientation toward the street rather than the parking area, whenever physically possible.

11. **Parking:** Parking areas shall be located behind buildings or on one or both sides, whenever physically possible.

17.16.050 Multi-Family and Group Residential Decision Criteria.

A. **Natural Features:** Significant natural features shall be protected to the maximum extent feasible. Where existing natural or topographic features are present, they shall be used to enhance the development. The use of small streams in the landscaping design shall be encouraged rather than culvert and fill. Existing trees and large woody plants shall be left standing except where necessary for building placement, sun exposure, safety, or other valid purpose. Vegetative buffers should be left along major street or highways, or to separate adjacent uses. The use should have minimal adverse impacts on the land and water quality. Possible impacts to consider may include pollution, soil contamination, siltation, and habitat degradation or loss.

B. **Grading:** Any grading, contouring, on-site surface drainage, and/or construction of on-site surface water storage facilities shall take place so that there is no adverse effect on neighboring properties, public rights-of-way, or the public storm drainage system. Graded areas shall be replanted as soon as possible after construction to prevent erosion. A construction erosion control plan shall be required.

C. **Public Facilities:** Adequate capacity of public facilities for water, sanitary sewers, storm drainage, fire protection, streets, and sidewalks shall be provided to the subject parcel. Development of on-site and off-site public facilities necessary to serve the proposed use shall be consistent with the Comprehensive Plan and any adopted public facilities plan(s). Underground utilities shall be required. Connection to Oregon Department of Transportation (ODOT) stormwater facilities will require a permit from ODOT District 2C. On-site detention or treatment of stormwater may be required by ODOT.

D. **Traffic and Circulation:** The following traffic standards shall be applicable to all proposals:
   1. Traffic Impact Analysis: The applicant will be required to provide a traffic impact analysis prepared by an Oregon licensed traffic engineer or a Transportation Assessment Letter pursuant to Section 17.20.060 unless waived by the City Engineer.

E. **Storage:** All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.

F. **Equipment Storage:** Design attention shall be given to the placement or storage of mechanical equipment so as to be screened from view and provide a sound buffer that meets the minimum requirements of the noise ordinance.

G. **Design:** Variety of detail, form, and siting should be used to provide visual interest. A single uninterrupted length of facade shall not exceed 100 feet. Buildings shall utilize at least three (3) of the following architectural elements to provide architectural variety:
   a. Massing
   b. Offsets
   c. Materials
   d. Windows
   e. Canopies
   f. Pitched or terraced roof forms
   g. Other architectural elements

H. **Orientation:** Buildings shall have their orientation toward the street rather than the parking area, whenever physically possible.

I. **Parking:** Parking areas shall be located behind buildings or on one or both sides, whenever physically possible.

17.16.053 Townhouse Project Decision Criteria

Decision Criteria for townhouse projects for residential use with 4 or more townhouses in the R-2, R-3, and C-1 Zones:

A. **Compliance with Townhouse Standards**: The proposed townhouse project complies with the townhouse standards in HRMC 17.19, the requirements of the applicable zone and other applicable requirements of this Title.

B. **Grading**: Any grading, contouring, on-site surface drainage, and/or construction of on-site surface water storage facilities shall be in accordance with Section 4.3 Grading and Erosion Control of the City's adopted Engineering Standards. Graded areas shall be replanted as soon as possible after construction to prevent erosion.

C. **Transportation Circulation and Access Management**: The application is in compliance with the applicable requirements of Chapter 17.20 including provision of a Traffic Impact Analysis or a Transportation Assessment Letter pursuant to Section 17.20.060 unless waived by the City Engineer.

D. **Storage**: All outdoor storage areas and garbage collection areas shall be screened through the use of vegetative materials or appropriate fencing.

17.16.055 Large-Scale Light Industrial Uses

A. **Purpose**
The following design standards apply to buildings for industrial office uses of more than 25,000 square feet of gross floor area. These standards are applied to enhance and take into account the visual character of the surrounding area; provide permanence; contribute to a safe, high quality pedestrian-oriented streetscape; and encourage high quality architectural design for large light industrial buildings.

B. **Building Design Standards**
   1. Use high quality and long-lasting building materials (e.g. brick, tilt-up concrete, masonry, etc). Metal roofs and metal as an accent exterior finish material may be used.
   2. Highlight main entrances with architectural features (e.g. windows, recesses, canopies, etc) and provide protection from natural elements.
   3. Use ground floor windows or product display niches on elevations that border public streets.
   4. Vary roof lines on building elevations facing streets with differing materials and/or varied parapet heights.

5. Provide architectural interest and variety on building elevations adjacent to public streets through the use of scoring, changes in materials, and the use of a variety of finishes such as wood, brick and concrete block.

C. **Site Design Standards**
   1. Provide a safe, all-weather, efficient, and aesthetic pedestrian circulation system serving the site, including connecting parking areas with building entries and public sidewalks. Materials shall include but not be limited to: scored concrete, pavers (asphalt or otherwise), or similar materials.
   2. Screen service and loading areas from streets, pedestrian circulation areas, open space areas, and adjacent parcels.
   3. Minimize the visual impact of all exterior components of communications, plumbing, power, processing, heating, cooling and ventilating systems from adjoining streets, parcels, buildings, and open space areas. These components shall be screened to minimize visibility from the sidewalk or edge of pavement on the other side of the street.

17.16.060 Effect of Approved Site Plan Review Permit. No building or development of any sort shall occur to the approved site plan review permit except as follows:

1. Minor adjustments to an approved site plan review permit may be made after review and approval by the Director. Minor adjustments are those that entail minor changes in dimensions or siting of structures and location of public amenities, but do not entail changes to the intensity or character of the use.
2. Major adjustments to an approved site plan review permit require a new or amended application, as determined by the Director. Major adjustments are those that change the basic design, intensity, density, use, and the like.

17.16.070 Expiration and Extension

A. The site plan review permit is valid for a period of two (2) years from the written Notice of Decision, or the decision on an appeal, whichever is later.
B. A single one (1) year extension may be granted by the Director prior to the expiration date if the applicant can demonstrate that circumstance or conditions not known, or foreseeable, at the time of original application warrant an extension of the permit. The extension request must be received by the department no later than thirty (30) days prior to the expiration of the permit.

17.16.080 Appeal. Final decisions on site plan review may be appealed in accordance with the provisions of *Appeal Procedures* (Chapter 17.09).

17.09.130 Neighborhood Meeting Requirement

A. Applicants are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting their application in order to solicit input and exchange information about the proposed development. If required by subsection (B), an applicant will be required to contact all adjacent property owners within 250 feet of the development proposal to arrange a neighborhood meeting before the application is deemed complete. If a neighborhood meeting is mandatory, written verification of the date, time, attendance, and outcome of the meeting is required for a complete application, as well as a copy of the written notice, official mailing list, and affadavit of mailing.

B. Notwithstanding subsection (A), a neighborhood meeting is required for the following types of applications:
   1. Subdivisions
   2. PUDs
   3. Other development applications that are likely to have neighborhood or community-wide impacts (e.g., traffic, parking, noise, or similar impacts), as determined by the Planning Director.

17.20.060 Traffic Impact Analysis

A. **Purpose.** The purpose of this section of the code is to implement Section 660-012-0045(2)(e) of the State Transportation Planning Rule that requires the city to adopt a process to apply conditions to development proposals in order to protect and minimize adverse impacts to transportation facilities. This section establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Analysis (TIA) must be submitted with an application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a TIA; and who is qualified to prepare the analysis.

B. **Typical Average Daily Trips and Peak Hour Trips.** The latest edition of the *Trip Generation* manual, published by the Institute of Transportation Engineers (ITE) shall be used as standards by which to gauge average daily and peak hour (weekday and/or weekend) vehicle trips, unless a specific trip generation study that is approved by the City Engineer indicates an alternative trip generation rate is appropriate. A trip generation study may be used to determine trip generation for a specific land use which is not well represented in the ITE Trip Generation Manual and for which a similar facility is available to count.

C. **Applicability and Consultation.** A Traffic Impact Analysis shall be required to be submitted to the city with a land use application when (1) a change in zoning or plan amendment is proposed or (2) a proposed development shall cause one or more of the following effects, which can be determined by field counts, site observation, traffic impact analysis, field measurements, crash history, Institute of Transportation Engineers *Trip Generation*; and information and studies provided by the local reviewing jurisdiction and/or ODOT:

   a. The proposed action is estimated to generate 250 Average Daily Trips (ADT) or more, or 25 or more weekday AM or PM peak hour trips (or as required by the City Engineer);
   b. An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day
   c. The location of the access driveway does not meet minimum intersection sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate, creating a safety hazard; or
   d. The location of the access driveway does not meet the access spacing standard of the roadway on which the driveway is located; or
   e. A change in internal traffic patterns that may cause safety problems, such as back up onto public streets or traffic crashes in the approach area.

   The applicant shall consult with the City Engineer or his/her designee at the time of a pre-application conference (see Section 17.09.120 Pre-Application Conferences) about whether a TIA is required and, if required, the details of what must be included in the TIA.

D. **Traffic Assessment Letter.** If a TIA is not required as determined by Section 17.20.060.C, the applicant shall submit a Transportation Assessment Letter (TAL) to the City indicating that TIA requirements do not apply to the proposed action. This letter shall present the trip generation estimates and distribution assumptions for the proposed action and verify that driveways and roadways accessing the site meet the sight distance, spacing, and roadway design standards of the agency with jurisdiction of those roadways. Other information or analysis may be required as determined by the City Engineer. The TAL shall be prepared by an Oregon Registered Professional Engineer who is qualified to perform traffic engineering analysis.

   The requirement for a TAL may be waived if the City Engineer determines that the proposed action will not have a significant impact on existing traffic conditions.

E. **Traffic Impact Analysis Requirements.**

   1. Preparation. A Traffic Impact Analysis shall be prepared by an Oregon Registered Professional Engineer who is qualified to perform traffic engineering analysis and will be paid for by the applicant.

2. Transportation Planning Rule Compliance. See Chapter 17.08.050 Transportation Planning Rule Compliance.
3. Pre-application Conference. The applicant will meet with the City Engineer prior to submitting an application that requires a Traffic Impact Analysis. The City has the discretion to determine the required elements of the TIA and the level of analysis expected.

F. **Study Area.** The following facilities shall be included in the study area for all Traffic Impact Analyses (unless modified by the City Engineer):
1. All site-access points and intersections (signalized and unsignalized) adjacent to the proposed site. If the proposed site fronts an arterial or collector street, the analysis shall address all intersections and driveways along the site frontage and within the access spacing distances extending out from the boundary of the site frontage.
2. Roads through and adjacent to the site.
3. All intersections that receive site-generated trips that comprise at least 10% or more of the total intersection volume.
4. All intersections needed for signal progression analysis.
5. In addition to these requirements, the City Engineer may determine any additional intersections or roadway links that may be adversely affected as a result of the proposed development.
6. Those identified in the IAMP Overlay Zone (see Subsection I).

G. **When a Traffic Impact Analysis (TIA) is required, the TIA shall address the following minimum requirements:**
1. The TIA was prepared by an Oregon Registered Professional Engineer; and
2. If the proposed development shall cause one or more of the effects in Section 17.20.060(C), above, or other traffic hazard or negative impact to a transportation facility, the TIA shall include mitigation measures that are attributable and are proportional to those impacts, meet the City's adopted Level-of-Service standards, and are satisfactory to the City Engineer and ODOT, when applicable; and
3. The proposed site design and traffic and circulation design and facilities, for all transportation modes, including any mitigation measures, are designed to:
    a. Minimize the negative impacts on all applicable transportation facilities; and
    b. Accommodate and encourage non-motor vehicular modes of transportation to the extent practicable; and
    c. Make the most efficient use of land and public facilities as practicable; and
    d. Provide the most direct, safe and convenient routes practicable between on-site destinations, and between on-site and off-site destinations; and
    e. Otherwise comply with applicable requirements of the Hood River Municipal Code.
4. If the proposed development will increase through traffic volumes on a residential local street by 20 or more vehicles during the weekday p.m. peak hour or 200 or more vehicles per day, the impacts on neighborhood livability shall be assessed and mitigation for negative impacts shall be identified. A negative impact to neighborhood livability will occur where:
    a. Residential local street volumes increase above 1,200 average daily trips; or
    b. The existing 85th percentile speed on residential local streets exceed 28 miles per hour.

H. **Conditions of Approval.** The city may deny, approve, or approve a development proposal with appropriate conditions needed to meet transportation operations and safety standards and provide the necessary right-of-way and improvements to develop the future planned transportation system. Factors that should be evaluated as part of land division and site development reviews, and which may result in conditions of approval, include:
1. Crossover or reciprocal easement agreements for all adjoining parcels to facilitate future access between parcels.
2. Access for new developments that have proposed access points that do not meet the designated access spacing policy and/or have the ability to align with opposing access driveways.
3. Right-of-way dedications for planned roadway improvements.

4. Street improvements along site frontages that do not have improvements to current standards in place at the time of development.
5. Construction or proportionate contribution toward roadway improvements necessary to address site generated traffic impacts, i.e. construction or modification of turns lanes or traffic signals.

I. **Traffic analysis within an IAMP Overlay Zone.** All development applications located within an IAMP Overlay Zone that are subject to the provisions of Chapter 17.16 (Site Plan Review) or Chapter 16.08 (Land Divisions) may be required to prepare a Traffic Impact Analysis. City of Hood River Transportation System Plan policies call for the City, in coordination with Hood River County and ODOT, to monitor and evaluate vehicle trip generation impacts at Hood River interchanges and on street systems in interchange areas from development. This requirement will not preclude Oregon Department of Transportation, City of Hood River, or Hood River County from requiring analysis of IAMP study intersections under other conditions. Development approved under this article shall be subject to the following additional requirements.

1. The Traffic Impact Analysis must include an account of weekday p.m. peak hour site generated trips through IAMP study intersections. Intersections impacted by 25 or more weekday p.m. peak hour site generated trips, or weekend peak hour site generated trips, shall be analyzed for level of service and volume to capacity ratio during day of opening conditions.
2. The City shall provide written notification to ODOT and Hood River County when an application concerning property in the IAMP Overlay Zone and subject to Site Plan Review or Title 16 is received. This notice shall include an invitation to ODOT and the County to participate in the City's pre-application conference with the applicant, pursuant to Section 17.09.120.
3. The City shall not deem the land use application complete unless it includes a Traffic Impact Analysis prepared in accordance with the applicable requirements of Section 17.20.060.
4. Pursuant to Section 17.09.030.F, ODOT shall have 14 calendar days from the date a completion notice is mailed to provide written comments to the City. If ODOT does not provide written comments during this 14-day period, the City staff report may be issued without consideration of ODOT comments.
5. Monitoring Responsibilities. The details of monitoring responsibilities will be outlined in the adopted IAMP.